

I.	<u>Position Title:</u>	Police Chief	<u>Revision Date:</u>	1/01
			<u>EEO Function:</u>	Exempt
			<u>Status:</u>	Exempt (Executive)
			<u>Control No:</u>	20400

II. Summary Statement of Overall Purpose/Goal of Position:

Under the strategic direction of the City Administrator and Mayor, supervises all law enforcement and animal control activities in the City.

III. Essential Duties:

- Coordinates local, state and federal law enforcement programs.
- Develops departmental policies and procedures formulated on the basis of relevant research.
- Supervises the preparation and administration of the budget.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Responds frequently to public inquiries.
- Counsels departmental employees.
- Plans and organizes activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- Approves and/or disapproves decisions of staff.
- Attends Cabinet and other various City meetings.
- Oversees hiring, training, motivation, evaluation, discipline and direction of Police staff.

IV. Marginal Duties:

- Counsels and gives advice to customers and the public.
- Performs other duties as assigned.

V. Qualifications:

Education: A Bachelors degree in law enforcement field or related field; valid Utah Driver's License required.

Certification: Must be certified in the State of Utah as a peace officer or be certifiable.

Experience: Ten years of related law enforcement experience with progressively increasing responsibilities including at least four years administrative and supervisory experience; may substitute up to two years additional education for two years experience, except supervisory experience.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Police terminology and practices; municipal and state laws; City and Department policies and procedures; management, instruction, and supervisory techniques; budgeting, planning and problem solving techniques.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools and for making decisions which affect the activities of Police staff and others: what they should do, when to do it, where and how; great responsibility for the supervision of staff members; planning, organizing, and delegating all departmental assignments and responsibilities; departmental costs and cost methods; acting as an incident officer in hostage situations.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Regular use of a City vehicle; frequent use of computer, printer, and telephone.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; interpret and apply all pertaining laws.

VI. Working Conditions:

Great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures; occasional exposure to dangerous situations; constant attendance is required; organize own work, virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____